


UNCLAIMED PROPERTY

ELECTRONIC REPORTING


HOLDER HAND-KEY

INSTRUCTIONS

MANUAL HAND KEY ENTRY REPORTING

← →  <https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/>

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Maryland Unclaimed Property Report Filing

This application can be used by holders of unclaimed property to report and remit property to the State Comptroller. Property includes stocks, bonds, checking and savings accounts, contents of safe deposit boxes, insurance proceeds, etc., but excludes real property. To use this application you will need Netscape Navigator 4.01 or higher or Microsoft Explorer 4.0 or higher. AOL users will need version AOL 6.0 or higher.

If you are a New holder using this application for the first time and do not have a Maryland holder number, please download the New Holder Information Form and e-mail to upholder@comp.state.md.us.

The New Holder Information Form is available as a PDF file. Once you have downloaded the form, fill in requested information and send the form to us by e-mail. To download form:
 [Download the PDF file](#)

If you are an established holder using this application for the first time, please read [New User](#).

Choose Report Entry to enter properties for a single report using a fill in the form method. <input type="button" value="Report Entry"/>	Choose File Upload to submit one or more reports from a text file in NAUPA 2 format. <input type="button" value="File Upload"/>
---------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------

System Availability - The Online Service center is available 24 hours a day, 7 days a week from any home, office, or public access point. However, information may not be available during times of system maintenance. For assistance, contact the Compliance Division, Monday through Friday between 7:30 a.m. and 5:00 p.m. est. See our [Contact Us](#) link.

**Hand
Key**

<https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/>

IDENTIFICATION PAGE: FEIN AND HOLDER NUMBER

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Maryland Unclaimed Property Report Filing Begin Report Entry

This application can be used by holders of unclaimed property to report and remit property to the State Comptroller. Property includes stocks, bonds, checking and savings accounts, contents of safe deposit boxes, insurance proceeds, etc., but excludes real property. To use this application you will need Netscape Navigator 4.01 or higher or Microsoft Explorer 4.0 or higher. AOL users will need version AOL 6.0 or higher.

If you are a **New holder using this application for the first time** and do not have a Maryland holder number, please download the New Holder Information Form and e-mail to upholder@comp.state.md.us

The New Holder Information Form is available as a "text" file or "MS Word" document. Once you have downloaded the form, fill in requested information and send the form to us by e-mail. To download form:

If you are an established holder using this application for the first time, please read [New User](#).

Enter, in the spaces provided below, the Federal Employer Identification Number (FEIN) and Maryland Holder Number of the business for which you are reporting.

Business Identification

Federal Employer Identification Number:

Maryland Holder Number:

System Availability - The Online Service center is available 24 hours a day, 7 days a week from any home, office, or public access point. However, information may not be available during times of system maintenance. For assistance, contact the Compliance Division, Monday through Friday between 7:30 a.m. and 5:00 p.m. est. See our [Contact Us](#) link.

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Enter the FEIN# and your
unique MD Holder Number

If you do not know your
Holder number please
contact us

REPORT ENTRY LIST

← → https://interactive.marylandtaxes.com/busine Maryland Unclaimed Prope... ×

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Maryland Unclaimed Property Report Entry Report List

Select New Report or Select a previous Report to view or edit when displayed.

Holder
Tax ID/FEIN: 999999999 Name: CELLTECH GROUP PLC
Holder ID: 99999999

Reports submitted within the past 6 months

Sel	Report ID	Contact Name	Date Completed	Report Year
<input type="radio"/>	56907	Unclaimed Property Unit	4/13/2015 15:44	2016

Confirm No

Incomplete Reports

Sel	Report ID	Contact Name	Date Entered	Report Year
No Incomplete reports found				

Select what you would like to do next...

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Your Company's Information

Previous years completed reports Which you can view if you have saved your confirmation number

Incomplete reports which you may have started but have not yet completed.

Begin a new report

COVER PAGE AND CONTACT INFORMATION

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Maryland Unclaimed Property Report Entry ...EEICHLER Cover and Contact Information

Enter Holder Report and Contact Information

Holder

Tax ID/FEIN: 999999999 Name: CELLTECH GROUP PLC
Holder ID: 99999999

Report

Report Year Ending: 2016 State Incorporated: [v] Check here ☐ if incorporated outside USA
Do you have property to report? ☐ Yes (Check if you DO have property to report, this includes cash, checks and shares)
☒ No (Check if you do NOT have property to report)

Contact About Report

Name: []
Address Line 1: []
Address Line 2: []
Address Line 3: []
City: []
State: [v] Zipcode: [] Country: [v]
Phone: [] - [] - [] Ext: []
Email: []

Contact About Claim

Name: []
Address Line 1: []
Address Line 2: []
Address Line 3: []
City: []
State: [v] Zipcode: [] Country: [v]
Phone: [] - [] - [] Ext: []
Email: []

Access

If you are not able to complete this report all at one time the Access Code provides a way for you to edit this report when you return. When this report is finished and has been submitted a confirmation number will be issued. When a confirmation number is issued for a report the Access Code will no longer be valid.

Access Code: []

[Continue](#) [Report List](#) [Reset](#) [Help](#)

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Enter "Report Year Ending"
State of incorporation &
Yes or NO if you have
property to report

Contact information for
person certifying report

Contact information that
can be given to owners if
needed

Enter a code of your
choice, in the event you
need to access the report
at a later time, prior to
submitting a completed
report.

ENTRY DETAIL REPORT

The screenshot shows the Maryland Unclaimed Property Report Entry Detail Report page. The page has a yellow header with the Maryland state seal and the text "COMPTROLLER of MARYLAND Information For Business Taxpayers". Below the header is a navigation bar with links: Home, Individuals, Businesses, Tax Professionals, Initiatives, Careers, and CompNet. On the left side, there is a search bar and a list of links under "Filing Information", "Tax Information", "Payment Information", "Taxpayer Assistance", and "Online Services". The main content area is titled "Maryland Unclaimed Property Report Entry Detail Report". It contains a form for entering property details. The form has a section for "Holder" information, including Tax ID/FEIN, Name, and Holder ID. Below this is a table for "Property" with columns: Sel, Type, Owner, Name, Remit Cash, and Remit Shares. The table currently shows "No properties entered". Below the table is a button labeled "New Property". A blue arrow points to this button with the text "Select New Property for each owner you enter". At the bottom of the form are buttons for "Continue", "Reset", "Contact Info", and "Help". The footer of the page contains copyright information and links to the Privacy Policy and feedback.

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Maryland Unclaimed Property Report Entry Detail Report

Select New Property or Update Property.

Holder
Tax ID/FEIN: 999999999 Name: CELLTECH GROUP PLC
Holder ID: 99999999

Property Sel	Type	Owner FEIN/SSN	Name	Remit Cash	Remit Shares
No properties entered					

Select what you would like to do next. If you are reporting aggregate only select Continue.

← Select New Property for each owner you enter

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PROPERTY AND OWNER DETAIL ENTRY PAGE:

THIS IS WHERE YOU ENTER THE DETAIL PERTAINING TO EACH OWNER OF PROPERTY

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Enter Property and Owner Details
Do not use this form to enter aggregate accounts, this information will be collected later

Holder
Tax ID/FEIN: 999999999 Name: CELLTECH GROUP PLC
Holder ID: 99999999

Property
Type: Other :::: Checking Accounts
Last Activity Date: / /
Account No: Check No:
Description:
Remit Amount:

Tangible Property Information
Additional Description:

Security Information
CUSIP: Issue Name:
Remit Shares:
Symbol:
Original Registration Name:
Original Certificate No:
Original Shares Held: Delivery Method:
Security Deposit Account No:
Unexchanged Issue Name:
Unexchanged CUSIP: Unexchanged Shares:
Mutual Fund Family:
Sub Issue Name:

Primary Property Owner
Owner Type Code: ☐ Individual ☐ Business
Owner Relation Type:
SSN/FEIN: Birth Date: / /
Last Name: Suffix:
First Name: Middle:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State: Zipcode: - Country:

Primary Property Owner
Owner Type Code: ☐ Individual ☐ Business
Owner Relation Type:
SSN/FEIN: Birth Date: / /
Last Name: Suffix:
First Name: Middle:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State: Zipcode: - Country:

2nd Property Owner
Owner Type Code: ☐ Individual ☐ Business
Relation to 1st Owner:
SSN/FEIN: Birth Date: / /
Last Name: Suffix:
First Name: Middle:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State: Zipcode: - Country:

3rd Property Owner
Owner Type Code: ☐ Individual ☐ Business
Relation to 1st Owner:
SSN/FEIN: Birth Date: / /
Last Name: Suffix:
First Name: Middle:
Address Line 1:
Address Line 2:
Address Line 3:
City:
State: Zipcode: - Country:

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Click "Add Property"
when finished with each
owner detail

PROPERTY DETAIL REPORT

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Maryland Unclaimed Property Report Entry Detail Report

Select New Property or Update Property.

Holder
Tax ID/FEIN: 999999999 Name: CELLTECH GROUP PLC
Holder ID: 99999999

Sel	Property Type	Owner FEIN/SSN	Name	Remit Cash	Remit Shares
<input type="radio"/>	AC01		Doe	25.00	0.0000
<input type="radio"/>	AC01		Thomas	100.00	0.0000
<input type="radio"/>	AC02		Smith	75.00	0.0000

Total properties: 3

Select what you would like to do next. If you are reporting aggregate only select Continue.

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NAUPA Code for each property type reported

FEIN/SSN

Name

Remit Cash/Shares

reported for each owner entered into the report

This page shows all owners/property added to the report. You can edit owner information and property reported for each owner prior to finalizing the report

REPORT SUMMARY AND AMOUNT VERIFICATION

← → <https://interactive.marylandtaxes.com/busine> Maryland Unclaimed Prope... ×

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Maryland Unclaimed Property Report Entry ...EEICHLER Report Summary

Holder	
Tax ID/FEIN:	999999999
Name:	CELLTECH GROUP PLC
Holder ID:	99999999

Report	
Report Year Ending	2015
State Incorporated	MD
Negative Report?	NO
Total Number of Properties	1
Total Tangibles	0
Total Securities	0

← Totals Property entered

Aggregate Amount	
The State Of Maryland does not require that properties less than \$100 be submitted with owner and property description information - although this is not prohibited. Properties less than \$100 may be submitted as an aggregate amount. Please enter the total amount of all accounts less than \$100 that have not already been entered via the 'Property & Owner Detail Entry' form.	
Total Of Aggregated Properties:	<input type="text"/>

← Total of aggregate reported

Validate Totals Of Detailed Properties	
For all properties entered via the 'Property & Owner Detail Entry' form, please calculate the sum total of Remit Amounts	
Sum Total Of Remit Amounts:	<input type="text"/>

← Total reported amount

Payment Amount	
Enter the payment amount that will be remitted with this Unclaimed Property report.	
Total Payment Amount:	<input type="text"/>

← Combined totals to be remitted

Payment Method	
When the Total Payment Amount is greater than \$0.00, select which method of payment you will be using. If using electronic funds withdrawal, please enter your bank routing number, account number and account type. If paying by check, a payment voucher will be available for you to print and send with your payment.	
<input type="radio"/> Electronic Funds Withdrawal A screen displaying an example check with be displayed on the following screen. You will be asked to supply the bank routing number, account number and account type.	
<input checked="" type="radio"/> Check After you have submitted your report, please print and mail in the Remit Advice Slip along with a check for the Total Payment amount.	

} Method to remit payment

SUMMARY PAGE

Browser address bar: <https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/user/iui/>

Navigation bar: Home | Individuals | Businesses | Tax Professionals | Initiatives | Careers | CompNet

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Maryland Unclaimed Property Report Entry

Confirm Report Details. Once your Report has been submitted, no changes can be made.

Holder	
Tax ID/FEIN:	999999999
Name:	CELLTECH GROUP PLC
Holder ID:	99999999

Report	
Report Year Ending	2015
State Incorporated	MD
Negative report?	NO
Total Number of Properties:	3
Total Shares:	0.0000
Total of all aggregate accounts less than \$100	\$ 0.00
Total of all accounts listed on detail property form	\$ 200.00
Total Payment	\$ 200.00

Report Contact Information	
Report Contact Name:	Unclaimed Property Unit
Phone Number:	4107671444
Email:	unknown@unknown.com

Claim Contact Information	
Contact Name:	Unknown
Phone Number:	4100000000
Email:	unknown@unknown.com

Terms and Conditions

Please read the following Terms & Conditions then click "Submit" to accept.

Terms & Conditions:

After submitting the report you will be given the opportunity to print a payment voucher. Please print the payment voucher and immediately send in the amount owed.

By checking this box ☐ you agree with these terms and conditions and agree to pay the "Total Payment" amount indicated.

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Summary of report


Check box that you agree
and
"Submit Report" or "Edit"

CONFIRMATION PAGE: PRINT OUT

← → <https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/user/iul> Maryland Unclaimed Property ... Maryland Unclaimed Prope... X

X Convert Select

Suggested Sites Web Slice Gallery

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Maryland Unclaimed Property Report Entry

Report Receipt Confirmation Number: 277047990625298

Thank you for using this service. Your Report has been received.

Print this page for your records. Refer to the confirmation number when contacting the Compliance Division about this Report.

Holder	
Tax ID/FEIN:	999999999
Holder ID:	99999999
Name:	CELLTECH GROUP PLC

Report	
Report Year Ending	2015
State Incorporated	MD
Negative report?	NO
Total Number of Properties:	3
Total Shares:	0.0000
Total of all aggregate accounts less than \$100:	\$ 0.00
Total of all accounts listed on detail property form:	\$ 200.00
Total Payment	\$ 200.00

Payment Information

To Pay Please Print: [Remit Advice Slip](#)

Report Contact Information	
Report Contact Name:	Unclaimed Property Unit
Phone Number:	4107671444
Email:	unknown@unknown.com

Claim Contact Information	
Contact Name:	Unknown
Phone Number:	4100000000
Email:	unknown@unknown.com

Terms and Conditions

To complete your filing requirements please print and mail in the [Remit Advice Slip](#) along with a check for the Total Payment.

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Confirmation number that report has been submitted to the state

Click and print the “Remit Advice Slip” along with this confirmation page and Mail in with payment (check, wire, or ACH detail)

Print this confirmation page and mail/email along with Remit Advice Slip page to the Unclaimed Property office

REMIT ADVICE SLIP

MAIL THIS TO UNCLAIMED PROPERTY WITH PAYMENT

Maryland Unclaimed Property Report Entry - Electronic Transfer - Internet Explorer
https://interactive.marylandtaxes.com/business/Compliance/UnclaimedPR/user/iuu_RemitAdvice_f.asp

Maryland Unclaimed Property Report Remittance Advice For Electronic Filing

HOLDER INFORMATION	
Holder #	99999999
Holder Name:	CELLTECH GROUP PLC
Federal ID#:	999999999
Address:	300 N. Middletown Rd Baltimore MD 20005

CONTACT INFORMATION	
Name:	Unclaimed Property Unit
Phone #:	4107671444 Ext:
E-Mail Address:	unknown@unknown.com

REPORT INFORMATION	
Total amount of abandoned property remitted:	\$200.00
Total number of shares remitted:	0.0000
Report Year Ending:	2015
Report Receipt Confirmation Number:	277047990625298

INSTRUCTIONS	
Check Payable To:	Comptroller Of Maryland
Check Amount:	\$200.00
Mail this Remit Advice Form and payment to:	COMPTROLLER OF MARYLAND COMPLIANCE DIVISION UNCLAIMED PROPERTY UNIT 301 W. PRESTON STREET ROOM 310 BALTIMORE, MARYLAND 21201
If you have questions please call:	(410) 767-1700 (800) 782-7383

Print Page

100%

SUMMARY

This concludes the instructions for Electronic Reporting for Holders filing for Unclaimed Property using the Maryland Unclaimed Property Website.

Items to Remember

- ***Have your MD unique holder number available***
- ***The Access Code is a pin that you create to get back into the report at a later date.***
- ***Be sure to include as much information you have for each owner when entering their property.***
- ***ALWAYS mail a copy of your confirmation page and remit advice slip page with all reports to us. You can mail it along with payment or proof of electronic payment.***
- ***Call or email us if you have any questions when preparing your report.***

See our instructions on “NAUPA (txt) formatted UPLOAD” report filing